

# Workforce Mobile (Android)

## Performing Manager Tasks



### Home Screen Overview

#### Logging On

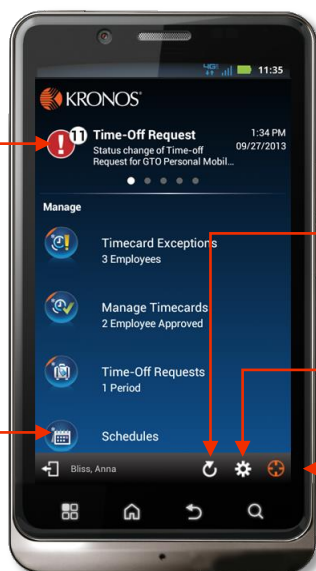
When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log on using your existing Workforce Central credentials.

#### Alerts

If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

#### Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.



### GET THE APP

Anyone can download and try out the Kronos Mobile app – check your device's app store to get it. To log on to your organization's server, however, you must be granted access.

#### Refresh

Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

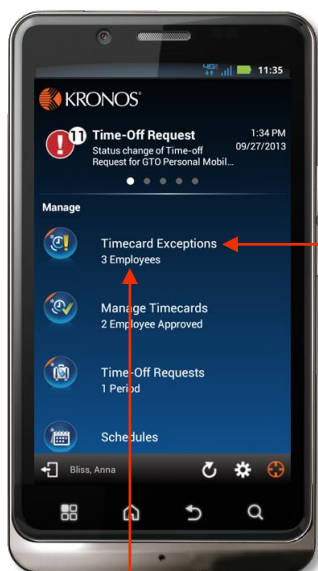
#### Context

Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

#### Location

Tap to view your current geographical location, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.

### Manage Timecard Exceptions



1 On the main screen, tap **Timecard Exceptions**.

#### Marking Exceptions as Reviewed

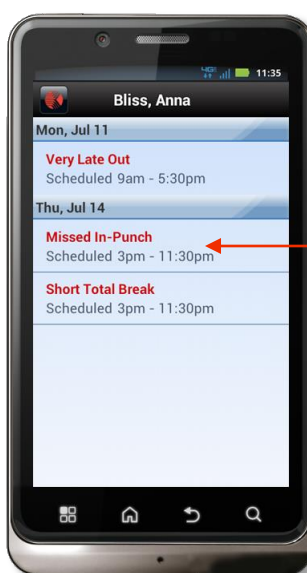
Some exception types cannot be resolved in Workforce Mobile, but must instead be resolved from your PC. In this case, you may have the option to tap Reviewed to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.



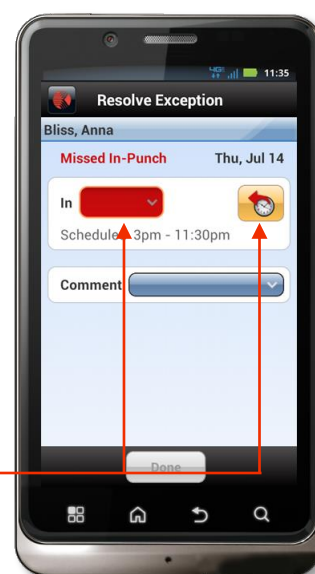
2 Tap a name to view that employee's exceptions.

**Timecard Exceptions Count**  
The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.

**Exception Count**  
The number next to each employee's name tells you how many unresolved exceptions that employee has.

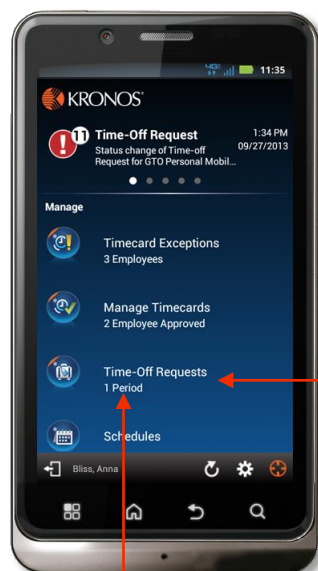


3 Tap an exception to review its details.



4 Your options for correcting the punch depend on the type of exception. In this example, you can manually enter a time, or tap the icon to enter the scheduled punch time.

### Manage Time-Off Requests



**1** On the home screen, tap **Time-Off Requests**.

**Requests Count**  
The count under **Time-Off Requests** tells you how many Time Periods have requests requiring your attention.

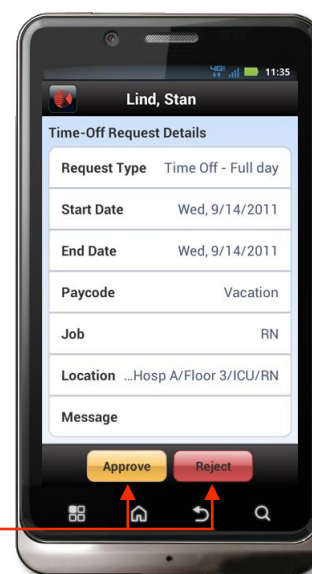
**Reviewed Requests**  
Requests you have already reviewed appear without a check box.



**Quick Approval / Rejection**  
Optionally, select requests by tapping their check box, and then Approve or Reject all selected.

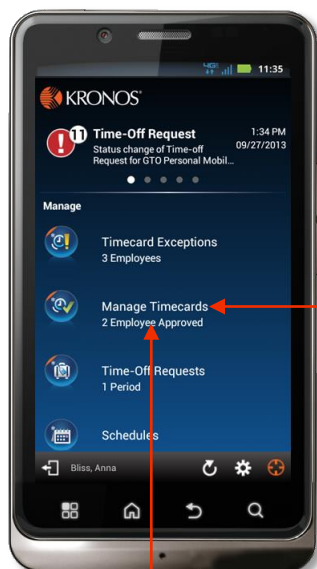
**2** Tap a name to view request details.

**Time Period Options**  
Tap to change the Time Period you are viewing. Only time periods with requests appear as options.




**3** Review the request details and tap **Approve** or **Reject**.


### Manage Timecards



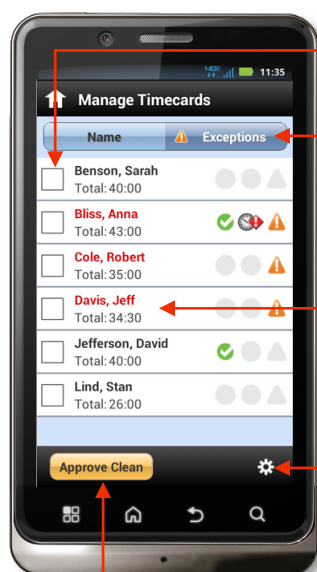
On the home screen, tap **Manage Timecards**.

 **Employee approval**

 **Timecard exception**

 **No employee approval**

 **Overtime hours**



**Selective Approval**  
Tap check boxes to select individual timecards, then tap Approve.

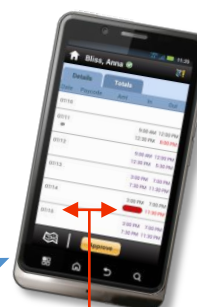
**Name / Exceptions toggle**  
Tap to sort Timecards alphabetically by Employee, or to display Timecards with potential issues at the top.

**Timecard Details**  
Tap a name to view that employee's timecard (and approve it individually, if you choose). Then, to view the geographic locations of punches, tap the map icon.

**Context**  
Tap to select a different Time Period and HyperFind to work with.

**Approve Clean**  
Tap to approve all Timecards that have no potential issues.

**Approval Count**  
The count under **Manage Timecards** tells you how many employees have approved their own Timecards.



**Add or Edit a Punch**  
While viewing a timecard's details, tap a punch to edit it, or tap a date to add a punch to that date.

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## Performing Manager Tasks



### View Schedules and Staffing

**On the home screen, select Scheduling or Staffing.**

**Context**  
Tap to select a different Time Period and Location to view.

**Schedule Details**  
Tap a date in the list or calendar to view the details of a shift or time off.

**Sort Order**  
Tap to sort the jobs by Location or by Unit.

**Context**  
Tap to select a different Time Period, Location, Zone, and Location Type.

**Staffing**

Today   All Day   All Home Locations	
Unit A ation/East/Boston/Facility 101	
Clerk	1.0 / 1.0
SUP	1.0 / 1.0
Tech	3.0 / 1.0
Asst	1.0 / 1.0
Unit B ation/East/Boston/Facility 101	
Clerk	1.0 / 1.0
SUP	1.0 / 1.0

### Respond to Alerts

**On the home screen, tap the Alerts icon.**

**Alert Count**  
The count next to the Alerts icon indicates how many alerts you have.

**Low Priority**

**Medium Priority**

**High Priority**

**Edit**  
Tap when you are done reviewing some or all of your alerts. You can then either Delete All, or select individual alerts and tap Delete.

**Alert Details**  
Tap an alert to view its details. Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.

**Alerts**

- Time-Off Request 1:34 PM  
Status change of Time-off Request for GTO Personal Mobile from...
- Timecard Edited by M... 10:10 AM  
Timecard edited by manager Anderson, Gregory after employee...
- Notification 10:10 AM  
Overtime projected alert for Smith, John for date 9/19/2013 3:30PM
- Timecard Approved b... 10:05 AM  
Timecard approved by manager Smith, John
- Timecard Edited by M... 9:41 AM  
Timecard edited by manager Anderson, Gregory after employee...
- Timecard Approved b... 9:36 AM  
Timecard approved by manager Smith, John